

MSCC Basic Training Practice Sheet 1 – Windows XP, Vista & W7

Exercises To Do

To Test Yourself - hide this column!!!

Locate the 'Start' button	Bottom left corner of the desktop
What does the 'Start' button let you do?	Select programs to start; open the 'Control Panel'; Stop the computer.
Locate the 'Task Bar'	Usually the grey strip at the bottom of the 'desktop'
What will you find on the 'Task Bar'	A button for each Window or Program that you have open, even if that Window is 'Minimized'
Start Solitaire	Sometimes there is an icon on the Desktop. Otherwise in XP, click the 'Start' button, move up to 'Programs', then 'Accessories', then 'Games'. Then click 'Solitaire' (In Vista & W7 it's 'All Programs, then 'Games'. Then click 'Solitaire') <u>Tip:</u> When moving to a sub menu, move smartly and keep the pointer within the rectangle.
Solitaire: Deal a New Deck using the mouse	Click the 'Game' menu, then select 'Deal' (In Vista & W7, click the 'Game' menu then select 'New Game')
Solitaire: Deal a New Deck using the keyboard	Push the 'F2' key. <u>Tip:</u> Note the keyboard command is shown on the menu. What other keyboard commands are there?
Solitaire: Move the window around the desktop	Move the tip of the pointer over the top bar of the Solitaire window, click and hold the mouse button down and then move the mouse. This is called 'dragging' <u>Tip:</u> You can't do this if the window is 'Maximized'
Solitaire: Toggle the Window between 'Maximize' and 'Restore'	Single click the centre button, top right corner of the Solitaire window. 'Maximize' means full screen; 'Restore' means make the window 'sizable' or 'floating' on the desktop. <u>Tip:</u> The same happens if you double click anywhere on the bar at the top of the window.
Solitaire: 'Minimize' the Window. Then reopen it.	Single click the left most button, top right corner of the window will Minimize it. Single click the Solitaire button on the 'Task Bar' to 'Restore' the window. (Try clicking the button again)
Solitaire: Change the width of the window	Move the tip of the pointer so it's right on the edge of the Solitaire window. Then hold the mouse button down and move the mouse. <u>Tip:</u> When the pointer is in the right spot then it will change to a double headed arrow.
Solitaire: Change the height of the window	No clues
Solitaire: Change both the width and height at the same time	Clue: Put the pointer at a corner of the window.
Solitaire: Play a game!!! (at last)	Solitaire is the same as the card game 'Patience'. 'Drag' cards to where you want. ('Dragging' is moving the pointer over the required card, holding the mouse button down and then moving the mouse.)
Solitaire: Quit (and go to bed!!)	Click the menu 'Game' then click on 'Exit'. Or just click the 'X' button in the top right corner of the window